



**Federal Fish and Wildlife License/Permit Application Form**

**Return to:** [Click here for addresses](#)

Migratory Bird Permit Office  
U.S. Fish and Wildlife Service

**Type of Activity:**

Migratory Bird - Taxidermy

<b>A. Complete if applying as an individual</b>					
1.a. Last name:		1.b. First name:		1.c. Middle name or initial:	1.d. Suffix
1.e. Doing business as (dba):		2.a. Street Address (line 1):		2.b. Street Address (line 2):	
2.c. Street address (line 3):		3.a. City:	3.b. County:	3.c. Province:	3.d. State:
3.e. Zip code or postal code:	3.f. Country (only for non-commercial):		4. Date of birth (mm/dd/yyyy):	5. Social Security No:	
6. Occupation:		7. List of any business, agency, organizational, or institutional affiliation associated with the wildlife or plants to be covered by this license or permit:			
8. Home telephone number:	9. Work telephone number:	10. Fax number:		11. E-mail address:	

<b>B. Complete if applying as a business, corporation, public agency or institution</b>					
1.a. Name of business, agency, or institution:		1.b. Doing business as (dba):		2. Tax identification no.:	
3.a. Street address (line 1):		3.b. Street address (line 2):		3.c. Street address (line 3):	
4.a. City:		4.b. County		4.c. State:	4.d. Zip code:
5.a. Principal officer - Last name:		5.b. First name:		5.c. Middle name or initial	5.d. Suffix
5.e. Principal officer title:		6. Describe the type of business, agency, or institution:			
7. Home telephone number:	8. Work telephone number:	9. Fax number:		10. E-mail address:	

<b>C. All applicants complete</b>	
1. Do you currently have or have you had any Federal Fish and Wildlife License or Permit? <div>Yes      If yes, list the number of the most recent license or permit you hold:      No</div>	
2. Have you obtained any required state or foreign government approval to conduct the activity you propose? <div>Yes      If yes, provide a copy of the license or permit.      No      Not Required</div>	
3. Attachments: Complete the additional pages of this application. Application will not be considered complete without these pages. Incomplete applications may be returned.	
4. Enclose check or money order payable to the U.S. FISH AND WILDLIFE SERVICE in the amount of \$25. Institutions which qualify under 50 CFR 13.11(d)(3) may be exempt from fees.	
5. <b>Certification:</b> I hereby certify that I have read and am familiar with the regulations contained in Title 50, Part 13, of the Code of Federal Regulations and the other applicable parts in subchapter B of Chapter I of Title 50, and I further certify that the information submitted in this application for a license or permit is complete and accurate to the best of my knowledge and belief. I understand that any false statement herein may subject me to the criminal penalties of 18 U.S.C. 1001.	
6. Signature (in ink) of applicant or person responsible for permit in Block A or B	7. Date (mm/dd/yyyy):

**D. TAXIDERMY (Migratory Bird Treaty Act, 50 CFR 21.24)**

***Note:*** A Federal taxidermy permit is required to perform taxidermy services on migratory birds or their parts, nests, or eggs for someone other than yourself. You should apply as an individual, and you must be at least 18 years old. The conditions of a Federal taxidermy permit are very specific. Please read “What You Need to Know Before Applying for a Federal Taxidermy Permit” and the pertinent regulations before you sign and submit your application. Please make sure you include with your application a copy of any applicable State licenses or permits, as requested in C.2. on page 1 of this application.

*Please provide the following information on a separate sheet of paper:*

1. The location (street address or legal description) of the premises where taxidermy services will be provided. This must include all drop-off and pick-up locations. All record keeping and tagging requirements of 50 CFR parts 13, 20, and 21 apply at all locations, and all locations are subject to Federal and State inspections.
2. A description of your taxidermy experience. This should include your experience mounting migratory game birds or other wildlife and any training or schools you have attended.
3. Anyone who will be assisting you with your taxidermy services must either possess their own Federal taxidermy permit or be listed as a subpermittee under your permit. (They also may require a State permit.) Please provide the name and address of anyone who will be assisting you as a subpermittee, and briefly describe what they will be doing. You will be directly responsible for the actions of anyone working under your permit. Subpermittees must be at least 18 years old.
4. You must retain records relating to the activities conducted under your permit for at least 5 years. Please provide the address where these records will be kept.



## WHAT YOU NEED TO KNOW BEFORE APPLYING FOR A FEDERAL TAXIDERMY PERMIT

A Federal Taxidermy permit will authorize you to mount or otherwise perform taxidermy work on migratory birds, their parts, nests or eggs, belonging to someone else. The conditions of a Federal taxidermy permit are very specific. You will receive several parts of the Code of Federal Regulations with your application (50 CFR parts 10, 13, 20, & 21). **You are responsible for reviewing and understanding these regulations before you request and accept a permit.** Below is a review of several sections pertinent to a Federal taxidermy permit.

1. You can receive and mount migratory game birds taken and possessed in compliance with applicable Federal and state hunting regulations. All such birds must be properly tagged as required by 50 CFR 20.36. The tag may be removed during taxidermy operations but must be retained and reattached after mounting, and must remain attached until the specimen is delivered to the owner. (50 CFR 21.24(d)(2))
2. You can sell properly marked, captive-reared migratory waterfowl that you have acquired from a federally licensed game farm. The propagator must give you a completed Notice of Transfer or Sale of Migratory Waterfowl (Form 3-186) at the time of the transfer, and you must maintain this form in your files. An additional copy of this Form 3-186 must accompany the mount when the bird is sold. **You may not sell any migratory bird that has been taken from the wild.** (50 CFR 21.24(c)(2))
3. Protected nongame birds such as songbirds, hawks, and owls, can be legally brought to a taxidermist by game wardens, Federal agents, or holders of appropriate State and Federal permits. Once mounted, these birds can be legally possessed only by public scientific education institutions. Private possession of nongame birds is prohibited. (English sparrows, common starlings, and feral pigeons are not native to the United State and are not protected by Federal law.) (50 CFR 21.11)
4. Your permit is not valid unless you also are in compliance with State requirements. This means that if your State requires you to have a State taxidermy permit or license, you must hold a valid State permit or license in order for your Federal permit to be valid. It is your responsibility to make sure any State permits/licenses are in order.
5. You must maintain an accurate recordbook of operations, on a calendar-year basis, including the names and addresses of persons from and to whom migratory birds or their parts, nests, or eggs were received or delivered; the species and quantity of each; and the dates of receipt and delivery. (50 CFR 21.24(d)(1)) You must maintain records for at least 5 years after the transaction. (50 CFR 13.46)
6. By accepting a Federal taxidermy permit, you authorize an agent of the Service to enter your premises at any reasonable hour to inspect the wildlife you hold, your books and records. (50 CFR 13.47)
7. Any address or location changes, or other circumstances that affect your permit, must be reported to your Regional Migratory Bird Permit Office in writing within 10 days so your permit can be amended. (50 CFR 13.23)
8. Renewal procedure. A renewal letter and form will be sent to you at least 60 days prior to the expiration of your permit. If you want to renew your permit, you must return the completed renewal to your Regional Migratory Bird Permit Office at least 30 days prior to the expiration of your permit and include a copy of your current State license, if one is required. If we receive your renewal request at least 30 days prior to the expiration of your permit, your permit will remain valid beyond the expiration date until a decision on your renewal is made. If you allow your permit to expire before requesting renewal, you must submit a new application. (50 CFR 13.22 and 13.11(c))

Contact the Fish and Wildlife Service Regional Migratory Bird Permit Office responsible for your State if you have any questions.

(2/01)

## PERMIT APPLICATION FORM INSTRUCTIONS

The following instructions pertain to the standard License/Permit Form 3-200 that must be completed as an application for a U.S. Fish and Wildlife Service permit. Please read the General Permit Procedures (50 CFR 13) sent with this package.

- \* Complete all appropriate blocks/lines. Print clearly or type in the information. *A complete application prevents delays!*
- \* Sign the application *in ink* and send an *original* to the address on the top of the application. Faxed copies will not be accepted.
- \* Applications will be processed in the order they are received.

Most of the application form is self-explanatory, but the following provides some further assistance for completing the form.

### COMPLETE EITHER BLOCK A OR BLOCK B:

- Block A. **"Complete if applying as an individual"** - Enter the complete name of the responsible party who will be the permittee if a permit is issued. Enter personal information that identifies the applicant. All blocks must be completed. If you are applying on behalf of a client, the personal information must pertain to the client. A notarized document stating power of attorney must be included with the application.
- Block B. **"Complete if applying as a business, corporation, public agency or institution"** - Enter the complete name and address of the business, agency or institution who will be the permittee if a permit is issued. Give a brief description of the type of business the applicant is engaged in, the name and phone number of the person in charge, and if the company is incorporated, the state in which it was incorporated.

### ALL APPLICANTS COMPLETE BLOCK C:

- Block C.1 **"Do you currently have or have you had any Federal Fish and Wildlife license or permit?"** - List the number of any FWS or CITES permits. If applying for a renewal, the original permit must be returned with this application.
- Block C.2 **"Have you obtained any required state or foreign government approval to conduct the activity you propose?"** - If the proposed activity is regulated, check the appropriate box. If "yes", list the State or foreign countries involved and type of document required. Include a copy of these documents with the application. If "no" indicate what steps you have taken to secure approval (use attachment if necessary). If the proposed activity is not regulated check "not required".
- Block C.3 **"Attachments"** - Consult the fact sheet or regulation. Provide any required additional information outlined on the supplemental page(s) (Section D) of the application form. Be as complete and descriptive as possible. If there is any doubt as to the information's relevance, include it with the application. An incomplete or unclear application may cause delays in processing.
- Block C.4 **"Check or money order (if applicable)"** - There is a permit processing fee unless you are fee exempt. Consult the enclosed APPLICATION PROCESSING FEE information. Make the check or money order payable to the "U.S. Fish and Wildlife Service" and attach it to the application form. If you are fee exempt, write "exempt" in this space.
- Block C.5 **"CERTIFICATION"** - The individual applicant in Block A, the person named in Block B, or a person with power of attorney must sign and date the application in ink. This signature binds that person to the statement of certification. This means that you certify that you read and understood the regulations that apply to the permit. You also certify that everything included in the application is true to the best of your knowledge. Be sure to read the statement and re-read the application before signing.

APPLICATION FOR A FEDERAL FISH AND WILDLIFE LICENSE/PERMIT

**Paperwork Reduction Act and the Privacy Act - Notices**

In accordance with the Paperwork Reduction Act of 1995 (44 U.S.C. 3501, *et seq.*) and the Privacy Act of 1974 (5 U.S.C. 552a), please be advised that:

1. The gathering of information on fish and wildlife is authorized by:
  - (a) Bald Eagle Protection Act (16 U.S.C. 668);
  - (b) Endangered Species Act of 1973 (16 U.S.C. 1539);
  - (c) Migratory Bird Treaty Act (16 U.S.C. 703-711);
  - (d) Marine Mammal Protection Act of 1972 (16 U.S.C. 1371-1383);
  - (e) Wild Bird Conservation Act (16 U.S.C. 4901-4916);
  - (f) Lacey Act (18 U.S.C. 42 & 44);
  - (g) Convention on International Trade in Endangered Species of Wild Flora and Fauna (TIAS 8249);
  - (h) Title 50, Part 10, of the Code of Federal Regulations;
  - (i) Title 50, Part 13, of the Code of Federal Regulations;
  - (j) Title 50, Part 14, of the Code of Federal Regulations;
  - (k) Title 50, Part 15, of the Code of Federal Regulations;
  - (l) Title 50, Part 16, of the Code of Federal Regulations;
  - (m) Title 50, Part 17, of the Code of Federal Regulations;
  - (n) Title 50, Part 18, of the Code of Federal Regulations;
  - (o) Title 50, Part 21, of the Code of Federal Regulations;
  - (p) Title 50, Part 22, of the Code of Federal Regulations; and
  - (q) Title 50, Part 23, of the Code of Federal Regulations.
2. Information requested is this form is purely voluntary. However, submission of requested information is required in order to process applications for licenses or permits authorized under the above acts. Failure to provide all requested information may be sufficient cause for the U.S. Fish and Wildlife Service to deny a permit. Response is not required unless a currently valid Office of Management and Budget (OMB) control number is displayed.
3. Certain applications for permits authorized under the Endangered Species Act of 1973 (16 U.S.C. 1539) and the Marine Mammal Protection Act of 1972 (16 U.S.C. 1371-1383) will be published in the **Federal Register** as required by the two acts.
4. Routine use disclosures may also be made:
  - (a) To the U.S. Department of Justice when related to litigation or anticipated litigation;
  - (b) Of information indicating a violation or potential violation of a statute, regulation, rule, order or license to appropriate Federal, State, local or foreign agencies responsible for investigation or prosecuting the violation or for enforcing or implementing the statute, rule, regulations, order or license;
  - (c) From the record of an individual in response to an inquiry from a Congressional office made at the request of that individual (42 FR 1903; April 11, 1977);
  - (d) To subject matter experts, and State and other Federal agencies, for the sole purpose of obtaining advice relevant to issuance of the permit.
5. For individuals, personal information such as home address and telephone number, financial data, and personal identifiers (social security number, birth date, etc.) will be removed prior to any release of the application.
6. The public burden for information collection varies depending on the activity for which a permit is requested. The relevant burden for a migratory bird Taxidermy application is 1 hour. This burden estimate includes time for reviewing instructions, gathering and maintaining data and completing and reviewing the form. You may direct comments regarding the burden estimate or any other aspect of the form to the Service Information Clearance Officer, U.S. Fish and Wildlife Service, Mail Stop 222, Arlington Square, U.S. Department of the Interior, 1849 C Street, NW, Washington D.C. 20240.

**Freedom of Information Act - Notice**

For organizations, businesses, or individuals operating as a business (*i.e.*, permittees not covered by the Privacy Act), we request that you identify any information that should be considered privileged and confidential business information to allow the Service to meet its responsibilities under FOIA. Confidential business information must be clearly marked "Business Confidential" at the top of the letter or page and each succeeding page and must be accompanied by a non-confidential summary of the confidential information. The non-confidential summary and remaining documents may be made available to the public under FOIA [43 CFR 2.13(c)(4), 43 CFR 2.15(d)(1)(i)].

**APPLICATION PROCESSING FEE**

The fee to process a migratory bird permit application is \$25.00. Checks should be made payable to "U.S. Fish and Wildlife Service." The fee applies to new permit applications and renewals. The processing fee will not be refunded if the permit is issued or denied, or if the application is abandoned.

The fee schedule does not apply to any Federal, State, or local government agency or individual or institution under contract to such agency for the proposed activities. There is no fee for eagle permits issued under 50 CFR 22. Until further notice, the fee will be waived for migratory bird rehabilitation permits and for permits for public institutions. As defined in 50 CFR 10.12 - "Public as used in referring to museums, zoological parks, and scientific or educational institutions, refers to such as are open to the general public and are either established, maintained, and operated as a governmental service or are privately endowed and organized but not operated for profit."